

## FEDERAL GRANT INFORMATIONAL SUMMARY:

All federal money received by the Secretary of State (SOS) and passed on to local entities requires that the local entities be informed of the federal rules, regulations and reporting requirements. The Help America Vote Act of 2002 (HAVA) is a federal mandate with funding provided through the Election Assistance Commission (EAC) for the Secretary of State to use for funding these federal mandates.

## LOCAL ENTITY INFORMATION GUIDELINES:

Federal funds are provided through the Election Assistance Commission, CFDA 39.011, Election Reform Payments.

Under Title I, Section 101 Poll Worker Training federal funds are provided for distribution to local election authorities. The Missouri General Assembly passed Senate Bill 675 (2002) and House Bill 511 (2003) to allow the Secretary of State to implement the federal law and establish "the Election Administration Improvement Fund" within the Missouri State Treasury in accordance with HAVA.

The disbursement of these funds will meet the requirements of Title I, Section 101 by November 2004.

## LOCAL ENTITY OBLIGATIONS:

Grant recipients must comply with the following:

1. Public Law 107-252
2. Office of Management and Budget Circulars
  - a. A-87 – Cost Principles for State, Local and Indian Tribal Governments (Administrative Requirements),
  - b. A-102 – Grants and Cooperative Agreements with State and Local Governments (Administrative Requirements),
  - c. A-133 – Audits of States, Local Governments, and Non-Profit Organizations (Single Audits, Audit Requirements),
  - d. A-133 Compliance Supplement
  - e. Grants “Common Rule” – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Administrative Requirements, 53 FR 8087, March 11, 1988)
  - f. Grants “Common Rule” – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Administrative Requirements, 41 CFR § 105-71)

3. Disclosure of Lobbying Activities and Assurances for Non-Construction Programs.
4. To allow the SOS reasonable onsite access to review financial and programmatic records.
5. All requirements and processes regarding procurement and payment procedures, as well as documentation and reporting requirements.
6. Comply with the applicable provisions of Circular A-102, particularly Sections \_\_.35 and \_\_.36.
7. Circular A-133 and the Compliance Supplement in its procurement of training equipment.
8. Circular A-102 Section \_\_.32 in its use, management and disposition of equipment acquired. Note: Equipment purchased by the recipient from HAVA funds becomes property of the recipient. The recipient will assume custody responsibilities. If procurement is made by lease agreement, award funds must be applied as a one-time payment to the vendor at lease inception. Funds may not be held to fund subsequent periodic payments.
9. Submit on a quarterly and annual basis to the SOS, on forms provided, verification of actual funds received, purchases (including lease), and expenditures. Information regarding actual funds expended will be reconciled against funding provided.

Links to these publications may be found on the following website:

<http://www.sos.mo.gov/elections/hava/docs/notice.asp>